

PLEASE PLACE ON EMPLOYEE BULLETIN BOARD

CIVIL SERVICE CAREER

CITY OF SELMA, ALABAMA

JOB POSTING

Position: Secretary
Department: Planning & Development

Opening Date: March 30, 2009
Closing Date: April 13, 2009

Salary Range: \$19,219.20-\$24,861.20

Position May Be Temporarily Filled Until Regular Candidate Is Selected.

Apply at City Hall, Personnel Office, 222 Broad Street, Monday-Friday from 8:30 A.M. to 4:30 P.M.

Under the direction of the Director, will perform secretarial duties for the department. Respond to inquiries over the phone and in person. Compose and type routine correspondence. Maintain correspondence files for the department and grant programs. Prepare correspondence memos and agenda for committee meetings. Complete purchase orders for the programs. Will assume responsibility for reception, customer service and scheduling, filing, records management and reporting, document production and other duties as required by the Director.

Credentials and Experience: High School Graduate or GED, with some business school highly preferred. Three to five years' experience in secretarial or clerical work. However, any combination of education and experience that provides the qualifications listed will be considered. Essentials skills include: good interpersonal skills, ability to work cooperatively with city employees and general public; skill in written and oral communication and skill in using proper sentence structure. Excellent computer skills including Excel, Microsoft PowerPoint and Microsoft Outlook and the ability to operate other business and office equipment.

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, LIFE INSURANCE, RETIREMENT, VACATION, HOLIDAYS AND SICK LEAVE.

The City of Selma is a Drug Free Workplace